

U.S. MISSION, PAKISTAN - EMBASSY, ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 10-160

OPEN TO:	All Interested Candidates	OPENING DATE:	May 24, 2010
POSITION:	Investigation Assistant; FSN-8; FP-6*	CLOSING DATE:	June 8, 2010
POSITION NO:	DHS-4		
WORK HOURS:	Full-time; 40 hours/week		
SALARY:	*Not-Ordinarily Resident: US \$41,780 p.a. (Starting salary) (Position Grade: FP-06 to be confirmed by Washington) *Ordinarily Resident: Rs.740,606 p.a. (Starting salary) (Position Grade: FSN-8)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of Investigation Assistant in the Immigration and Customs Enforcement Office.

BASIC FUNCTION OF POSITION:

Incumbent serves as the Investigative Assistant to the ICE Attaché Office on a range of immigration and Customs laws & regulations and Visa Security Operations. Provides authoritative recommendations on the proper disposition of regular, to complex investigative cases pertaining to the Immigration and Customs Regulations. Serves as a contact person for the DHS office to provide technical information to the host country officials, public, Attorneys and Congressional representatives regarding U.S. Immigration and Customs laws, regulations and procedures. Performs other related duties as assigned by supervisor.

A copy of complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. EDUCATION:** Completion of 12 years of education is required.
- 2. EXPERIENCE:** Three years of progressively responsible administration experience involving investigation work applying applicable Pakistani laws is required.
- 3. LANGUAGE:** Level IV (fluent) Reading/Writing/Speaking in English and Urdu are required. This may be tested.
- 4. KNOWLEDGE:** Must have good working knowledge of pertinent Pakistani laws and procedures including, but not limited to, laws and procedures regarding marriage, divorce, birth/death registration and related court documents.
- 5. ABILITIES & SKILLS:** Must be able to distinguish between irrelevant and relevant information to report facts accurately in a logical, concise and objective manner. Must be able to travel to USA and other areas worldwide for periodic work and related trainings. Incumbent must be a good team player working within a team tasked with completing short and long term objectives in an efficient and timely manner. Must be computer literate in MS Office, Internet Outlook etc with good typing speed. This may be tested.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply within **one year** from the effective date of training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.

TO APPLY:

Interested applicants for this position must submit the DS-174 (Application for Employment as Locally Employed Staff or Family Member) on the following GPO address. To see all open advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html. Only shortlisted candidates will be contacted for test or interview.

SUBMIT FILLED DS-174 TO

Human Resources Office
U.S. Embassy Islamabad
P.O. Box 1048, GPO
Islamabad.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residence focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs (Eligible Family Members) and family members of FS, GS, and military personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 8, 2010

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.